DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY DEVELOPMENTAL TEST COMMAND
314 LONGS CORNER ROAD
ABERDEEN PROVING GROUND MD 21005-5055

REPLY TO
ATTENTION OF

CSTE-DTC-TT-B

2 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Test Policy Bulletin No. 06-03, Safety Release and Safety Confirmation Policy

Reference:

a. Test Policy Bulletin 3-03, Safety Release and Safety Confirmation Policy, 14 May 2003, which is hereby superseded.

b. AR 385-16, System Safety Engineering and Management, 2 Nov 02 (under revision).

2. The purpose of this policy bulletin is to provide policy and guidance regarding the development of Safety Releases and Safety Confirmations. It addresses how and when these documents are issued by DTC, what each contains, the use of amendments for each, and the format to be followed when preparing Safety Releases and the Safety Confirmations.

3. Referenced AR assigns safety verification responsibilities to U.S. Army Developmental Test Command (DTC) as follows:

a. A Safety Release will be issued by DTC prior to all tests (as defined in AR 73-1), training, or demonstrations involving troops for all systems except those developed by the Army Network Enterprise Technology Command or Medical Research and Development Command. Test and Evaluation policy requires the Safety Release to be issued prior to each event indicating the conditions under which the system is safe for use and maintenance by typical user troops and describing the specific hazards of the system.

b. A Safety Confirmation will be issued by DTC in support of applicable milestones, materiel release decisions, and fielding. The Safety Confirmation indicates if the specified safety requirements have been met, includes a risk assessment for hazards not adequately controlled, lists any technical or operational limitations, and highlights any safety problems requiring further testing. For evaluated programs, it is attached to the U.S. Army Evaluation Center's (AEC) System Evaluation Report (SER).

4. To preclude the loss of important safety information contained in previous Safety Releases and Safety Confirmations, and to assure consistency in the way these documents are developed, the following policy is established:

EXPIRES SEPTEMBER 2004

a. Safety Release:

(1) The format for the Safety Release is at enclosure 1.

(2) The Safety Release will be addressed to the test organization/commander conducting the test, demonstration and /or field use/experimentation. If the Safety Release is addressed to a test sponsor, a statement will be added to the release requesting the sponsor provide a copy of the release and any amendments to the test organization managing the event and the commander of the unit to which participating personnel are assigned.

(3) In all cases, the memorandum subject line will be limited to the following: [Amendment No., if appropriate] Safety Release for [System Nomenclature] in Support of [Specific Event, e.g., PQT, LUT, IOT, training, demonstration, field use/experimentation] . NOTE: System nomenclature will correspond to the name assigned in the established test program in ATEC Decision Support System (ADSS).

(4) All Safety Releases will include an expiration date. This is typically the completion of the event (or within a week or two of completion), but will not exceed one year. Expiration date(s) will be posted in the purpose paragraph.

(5) Since Safety Releases are issued for a specific test, demonstration, or training event at a specific location, it is important that the information is not lost when it is necessary to issue a Safety Release amendment. An amendment will be prepared superseding the original Safety Release; however, all relevant information and appropriate paragraphs from the superseded Safety Release will be included. The subject of the Safety Release memorandum will indicate that it is an amendment. Amendments will be numbered. The “Purpose” paragraph will provide the reader with information on what has changed or indicate the paragraphs that have changed. The latest amendment will supersede all previous releases.

b. Safety Confirmation:

(1) The format for the Safety Confirmation is at enclosure 2.

(2) In all cases, the memorandum subject line will be limited to the following: (Amendment No., if appropriate) Safety Confirmation for [System Nomenclature] in Support of [Acquisition Event, e.g. MS decision, type classification, materiel release, urgent materiel release, system modification, field use]. NOTE: System nomenclature will correspond to the name assigned to the established test program in ADSS.

(3) The Safety Confirmation will be addressed to AEC, and/or the program office or commander who plans to acquire/buy the assessed materiel for the Army.

(4) A Safety Confirmation will be generated for each new milestone decision, materiel release decision, and fielding. It will identify and classify the hazards associated with the system at that point in time. After fielding, an amended Safety Confirmation will be issued to document changes that affect safety. The amendment will not supersede previous confirmations since Army leadership accepted that assessment as of a certain date. It will include all previous Safety Confirmations as enclosures. By enclosing the earlier Safety Confirmations, DTC can ensure the latest safety information is documented.

c. The following statement will be added to each Safety Release: "This document is not to be used to accomplish fielding, which requires a Safety Confirmation." This will serve two purposes: One, to ensure the Safety Release is not confused with the Safety Confirmation, and two, to alert the customer that there is another requirement for a safety document prior to fielding.

d. All Safety Releases and Safety Confirmations will be stored in the VISION Digital Library with access controlled by HQ DTC.

5. The test manager will ensure that an electronic copy of all Safety Confirmations is provided to ATEC HQ at MaterielRelease@ATEC.army.mil.

6. Safety Releases and Safety Confirmations will be co-signed by the test division chief and the safety division chief. Before signature and until further notice, both documents will be coordinated with TT-B to ensure format and conformance with this policy.

7. This policy is in effect immediately and will be incorporated into formal DTC policy documents as revisions are developed.

8. Points of contact are Mr. Mike Feinberg, CSTE-DTC-TT-B, ttb@dtc.army.mil, DSN 298-1425, and Mr. Jorge Hernandez, CSTE-DTC-MS-S, mss@dtc.army.mil, DSN 298-1306.

Encls

JOYCE A. HIRES
Acting Director, Test and Technology

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(CONT)

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ATEC, CSTE-PM

FORMAT FOR SAFETY RELEASES

CSTE-DTC-TT-

MEMORANDUM FOR [Test Organization]

SUBJECT: [Amendment No., if appropriate] Safety Release for [System Nomenclature] in Support of [Specific Event, e.g., PQT, LUT, IOT, training, demonstration, field use/experimentation]

1. **References.** As a minimum, include the Safety Assessment Report, Health Hazard Assessment Report, test reports, Safety Release Recommendations, previous releases, and any other safety related information used in the preparation of the document.

2. **Purpose.** Identify the specific event (e.g., the test number as it appears in the Five-Year Test Program, soldiers/organization participating in the test, location of the test, who will be managing the test). If an amendment, discuss amendment changes. Indicate Safety Release applicable time frame/expiration date.

3. **System Description.** Give the name, type and model number of the system, software version, and the system mission. If a component, name the parent system. Indicate how the system/materiel works and/or how the soldiers will use/wear/operate the evaluated item during testing.

4. **Discussion.** Discuss sources of data. Summarize the testing used as the basis for the safety release and the emerging results. Also discuss any mitigating circumstances affecting the safety release, such as lack of test data or software evaluation including their effects. Provide the basis for the conclusions and recommendations.

5. **Conclusions/Recommendations.** Indicate whether the system is safe for testing according to the detailed test plan or whether it is safe for testing with exceptions. Highlight any known safety problems that will require further investigation during the test. List hazards and any technical or operational limitations or precautions needed to prevent injury and property damage during testing.

The following three statements will be included in the Conclusions/Recommendations paragraph:

A copy of this memorandum must be provided to the commander of the unit to which participating personnel are assigned. The commander is responsible for ensuring that the soldiers are properly trained regarding the items contained in this Safety Release.

This headquarters must be immediately notified of any safety anomalies regarding soldier use of these systems.

This document is not to be used to accomplish fielding, which requires a Safety Confirmation.

6. Point of contact is/are [test manager and safety engineer]

FOR THE COMMANDER:

SIGNATURE BLOCK
Chief, Safety Division

SIGNATURE BLOCK
Chief, Test Division

CF:
Cdr, AMC, ATTN: AMCSF-E
Cdr, TRADOC, ATTN: ATCS-S
Cdr, ATEC, ATTN: CSTE-ILE-S, CSTE-OP-CO
AMC MSC Safety Office Supporting System Development
TRADOC Proponent Safety Office (TRADOC Centers and/or Schools) (if known)
Commander of Troops (if known)
Appropriate DTC Test Center

COORDINATE WITH TT-B

CSTE-DTC-TT-

MEMORANDUM FOR SYSTEM EVALUATOR

SUBJECT: [Amendment No., if appropriate] Safety Confirmation for [System Nomenclature] in Support of [Acquisition Event, e.g. MS decision, type classification, materiel release, urgent materiel release, system modification, field use]

1. **References.** Include the Safety Assessment Report, the System Evaluation Plan, test report(s), Safety Releases, and any other safety related information used in the preparation of the document. Make reference to correspondence requesting Safety Confirmation.

2. **Purpose.** State the purpose of the Safety Confirmation. If an amendment, indicate what has changed.

3. **System Description.** Provide a detail description of the system and its components. Give the name, type and model number of the system, software version, and the system mission. If a component, name the parent system.

4. **Limiting Factors.** Discuss any mitigating circumstances affecting the evaluation of this area, such as lack of test data or software evaluation including their effects. If no factors require explanation, the paragraph would state "None."

5. **Evaluation Results.** This paragraph should provide an evaluation of what the data mean in terms of the technical parameter. All the various findings are brought together here. The following information will be provided when assessing each identified safety hazard:

a. The assessment will provide a description of the unplanned event or series of events that, due to the hazardous condition, might result in death, injury, illness, damage to or loss of equipment or property, or damage to the environment.

b. For each hazardous condition assessed, a Hazard Risk Assessment Code in terms of potential severity and probability of occurrence, and a risk categorization (HIGH, MEDIUM, LOW) will be provided. Unless indicated differently through program documents, definitions of severity categories and probability levels addressed in latest MIL-STD-882 will be followed when categorizing the hazardous condition (see Tables A-I and A-II of MIL-STD 882D). Also unless an approved Decision Authority Matrix is provided, assessed safety hazards will be risk categorized as HIGH, MEDIUM or LOW following guidance provided in AR 385-16 (see Figure B-1, AR 385-16).

c. HQ DTC Hazard Risk Assessment Categorization of the assessed safety hazard will be expressed as follows: severity description, followed by the probability description, and concluding with the category, probability level, and the risk categorization (for example, Critical-Probable II-B, HIGH Risk).

6. **Conclusions.** Indicate if the system is completely safe for operation and fielding or whether it is safe with exceptions. Identify hazards and list any technical or operational limitations or precautions needed to prevent injury and property damage during operation.

7. **Recommendations.** Highlight the known safety problems that will require further investigation and testing. The Recommendations paragraph may be combined with Conclusions.

8. Point of contact is [test manager and safety engineer]

FOR THE COMMANDER:

SIGNATURE BLOCK
Chief, Safety Division

SIGNATURE BLOCK
Chief, Test Division

CF:
PM Office
Cdr, AMC, ATTN: AMCSF-E
Cdr, TRADOC, ATTN: ATCS-S
Cdr, ATEC, ATTN: CSTE-ILE-S
Cdr, USASC, ATTN: CSSC-O
AMC MSC Safety Office Supporting System Development
TRADOC Proponent Safety Office (TRADOC Centers and/or Schools) (if known)
Appropriate DTC Test Center

COORDINATE WITH TT-B